Republic of the Philippines
Metropolitan Manila
CITY OF NAVOTAS

OFFICE OF THE CITY MAYOR

Sa Maunlad Na Bukas

MEMORANDUM ORDER
No. TMT 2020-0150-A

DATE : **16 MARCH 2020**

TO : **ALL OFFICES**

SUBJECT : **CLOSURE, SKELETAL WORK FORCE, and CONTINUED OPERATIONS IN LIGHT OF THE ENHANCED COMMUNITY QUARANTINE**

In light of the State of Public Health Emergency issued by President Rodrigo Roa Duterte on 8 March 2020 under Presidential Proclamation No. 922, and in view of the "Enhanced Community Quarantine" declared by PRRD, and for the health and safety of all employees, their families, and the public, the City Government of Navotas is adopting the attached workforce schedule effective 17 March 2020 until 14 April 2020, or while the Enhanced Community Quarantine subsists, subject to the following guidelines:

1. The attached workforce schedule shall be followed, and may be amended at the discretion of the Mayor and as the need arises;
2. Persons with high risk for the infection (e.g. 60 years old and above, with pre-existing respiratory and other diseases; and pregnant women shall not be expected at work despite the skeletal workforce;
3. For employees affected by the skeletal work force, and who may be required to render work from home, or on an alternative work arrangement with the CHRDO, handwritten DTRs may be allowed for the duration of 17 March 2020 until 14 April 2020, or while the Enhanced Community Quarantine subsists;
4. All department heads are expected to be on call, or to otherwise be available to accept calls and to reply to messages;
5. Subject to CSC and COA Joint Memorandum Circular, the compensation and leave credits of plantilla personnel will not be affected and subject to the DBM, CSC and COA Joint Memorandum Circular, the compensation of Job Order personnel shall not be affected;
6. **For the duration of the Enhanced Community Quarantine, ALL EMPLOYEES AND PERSONNEL are expected to cooperate with and follow all government measures to curb the pandemic, to practice social distancing, and to remain in their homes.**

The Public Information Office is hereby directed to disseminate the following information and the City Human Resources Development Office is hereby directed to furnish a copy of the instant Memorandum Order to the Civil Service Commission in compliance with MC No. 7 s. 2020.

Memorandum Order No. TMT-2020-0150-A is deemed amended accordingly.

For your information and guidance.

TOBIAS "TOBY" M. TIANGCO
City Mayor

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No.	Name of Department/Unit Head	Office	Operations	Remarks
1	Ms. Yzabela Nazal-Habunal	Agriculture	Bantay-Dagat	
2	Atty. Joel Joselito D. Parong	City Legal Office	CLOSED	Unless required for the BAC
3	Mr. Orlando S. Reyes	BACRO	CLOSED	
4	Ms. Kristine D. Lazaro	Internal Audit	CLOSED	
5	Mr. Vonne B. Villanueva, MASDS	NADAC	CLOSED	
6	Ms. Delia N. Napolis, RSW	LCR	CLOSED	
7	Engr. Ma. Corazon DC. Berciles	Assessor	CLOSED	
8	Arch. Reagan D. Joco	LBO	CLOSED	Unless required for the BAC
9	Engr. Rufino M. Serrano	CPDO	CLOSED	
10	Engr. Renato S. Reyes	ICTO	CLOSED	
11	Ms. Jayne B. Rillon	NHC / Navotaas Institute / PESO	CLOSED	
12	Dr. Raymundo A. Anico, Jr.	PDAO	CLOSED	
13	Ms. Nova F. Lubong	Library	CLOSED	
14	Ms. Erlinda S. Ramirez	OSCA	CLOSED	
15	Ms. Rhodora S. Villanueva	FPPU	CLOSED	
16	Dr. Maria Luz Rebecca T. Añonuevo-Cuñada	NPC	CLOSED	
17	Ms. Judith T. Saliente	COA	CLOSED	
18	Ms. Sudi G. Valencia, CESO V	DILG	CLOSED	
19	Mr. Roderic R. Rañeses	Treasurer	For issuance of CAF and Checks	
20	Mr. Roberto B. Pascual	BPLO	Inspectors	
21	Mr. Marlon S. Serrano	SP Secretariat	Only for Special Sessions	
22	Engr. Virgilio B. De Leon, Jr.	Engineering	Pumping operators	
23	Atty. Elaine T. Masukat	Office of the Mayor	SKELETAL	
24	Atty. Elaine T. Masukat	Office of the City Administrator	SKELETAL	
25	Ms. Evangeline P. Cruz, CPA	Accounting	SKELETAL	Unless required for the BAC
26	Ms. Susana N. Gonzales	Budget	SKELETAL	Unless required for the BAC
27	Ms. Catalina DM. Furo	CHRDO	SKELETAL	
28	Ms. Maria Irish Aloha D. Cubillan	PIO	SKELETAL	
29	Engr. Cesar S. Flores	GSO	SKELETAL	
30	Ms. Jennifer V. Serrano, RSW	CSWDO	SKELETAL	
31	Mr. Vonne B. Villanueva, MASDS	LDRRMO	OPERATIONAL	
32	Mr. Saint James T. Lopez	CTPMO / TFD	OPERATIONAL	
33	Mr. Joselito V. Osete	CENRO	OPERATIONAL	
34	Dr. Christia S. Padolina, MD, FPOGS	CHO / Hospital	OPERATIONAL	
35	Ms. Johanna Marie E. Pablo	NavoServe	OPERATIONAL	Except PDAO
36	PCOL. Rolando M. Balasabas	PNP	OPERATIONAL	
37	Supt. Bartolome O. Beliran	BFP	OPERATIONAL	
38	Atty. Ricky Heart L. Pegalan	BJMP	OPERATIONAL	